

# CHARTER

## UNITED STATES COAST GUARD ACADEMY

### BOARD OF TRUSTEES

#### **NAME:**

This body shall be known as the United States Coast Guard Academy Board of Trustees.

#### **PURPOSE:**

The United States Coast Guard Academy Board of Trustees (the Board) shall have, in a manner consistent with the Commandant's Strategic Guidance, cognizance of all programs at the Coast Guard Academy. The Board will provide advice and recommendations to the Superintendent, the Chief of Staff, and the Commandant. The functions of the Board will include:

1. Review and validate the Academy's vision, missions, and strategic plan.
2. Provide for the well-being of the faculty, students, and staff, ranging from safe and appropriate living/working conditions to secure social activities.
3. Review, validate, prioritize, and advocate resource needs.
4. Ensure that good management practices are followed
5. Ensure proper preparation by the Academy for accreditation for each of the Academy's academic and professional curricula as well as for the Academy as a whole.
6. Ensure that the Academy's academic, professional, and training curricula are consistent with and support the "needs of the service."
7. Oversee Academy program reviews.
8. Provide general oversight and advice on issues associated with strategy and alignment, as well as providing guidance to and acting as a sounding board for the Superintendent.
9. Make appropriate recommendations on issues including enrollment, Coast Guard needs, maximizing superior performance, etc.
10. Assess Board performance.
11. Complete committee work, especially in-between Board meetings.
12. Coordinate efforts with donor groups, including but not limited to the Coast Guard Foundation and Alumni Association.
13. Advocate the Academy.

#### **MEMBERSHIP:**

Board membership will include:

- The Assistant Commandant for Human Resources (CG-1);
- The Assistant Commandant for Systems (G-S);
- The Assistant Commandant for Marine Safety, and Environmental Protection (G-M);

- The Assistant Commandant for Operations (G-O);
- The Assistant Commandant for Planning, Resources, & Procurement (GG-8);
- A field Flag Commander;
- The Master Chief Petty Officer of the Coast Guard (G-CMCPO);
- The Superintendent of the Coast Guard Academy;
- Other persons of distinction in education and other fields related to the missions and operation of the Academy.

In making appointments, consideration should be given to including representation of the Senior Executive Service, the CG Auxiliary and the CG Reserve. Special consideration should be made to including individuals who provide Board diversity and other board experience.

Active duty flag officers and senior executive service members will serve at the pleasure of the Commandant. All other trustees will normally serve for three years and may be appointed to subsequent three-year periods of service. Board membership may be adjusted to afford continuity.

The Chair shall nominate prospective trustees to the Commandant for appointment to Board membership. Board membership shall not normally exceed fifteen members.

### **ORGANIZATION:**

The Assistant Commandant for Human Resources will serve as the Chair of the Board. The Executive Secretariat shall be the Assistant Superintendent and the Chief, Office of Leadership and Diversity.

### **COMMITTEES:**

The Board may appoint Committees and other working groups for specific purposes to assist in its deliberations. Members may include trustees, Academy faculty, staff and other specified eligible individuals. Standing committees are:

- Leadership and Professional Development Committee
- Academic Affairs Committee
- Facilities Committee
- Resources Committee

### **MEETINGS:**

The Board will meet as appropriate but not less than annually. At least one meeting each year shall be at the Academy. The Superintendent will host that meeting and the Academy will provide clerical and other support. Other meetings of the Board or its committees may be scheduled by the Board at times and places of its choosing. The Board will be principals only with seven members constituting a quorum. The Chair may identify and invite visiting observers and advisors to the Board.

**FUNDING:**

Travel for Coast Guard trustees will be funded by their organizations. Travel for trustees who are not Coast Guard employees will be paid by the Assistant Commandant for Human Resources in the same manner as for persons employed intermittently in the Government service. Funding for other than normal Board meetings will be determined on a case-by-case basis.

**REPORTS:**

The Chair will submit a report of each meeting to the Chief of Staff and Commandant. The Chair and Superintendent may meet with the Chief of Staff and Commandant from time-to-time as appropriate.

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Thomas C. Collins  
Commandant

Revised May 2004